

# BUDGET LETTER

<b>SUBJECT:</b> 2020 WILDFIRE COST REPORTING		<b>NUMBER:</b> 20-35
<b>REFERENCES:</b>		<b>DATE ISSUED:</b> September 14, 2020
		<b>SUPERSEDES:</b>

TO: Agency Secretaries  
Department Directors  
Departmental Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) informs departments of required 2020 wildfire-related cost reporting on a weekly basis until notified of an end date.

<b>Deadlines and Deliverables</b>	
<b>Beginning September 23, 2020, and weekly on Wednesdays thereafter</b>	Departments are to report total estimated costs incurred since July 1, 2020 for 2020 wildfires through their Agency. Each Agency will submit a consolidated copy of Attachment I that includes all departments within its purview. Departments that do not report to an Agency will submit the completed attachment directly to Finance. All reporting should be emailed to <a href="mailto:disastercostreporting@dof.ca.gov">disastercostreporting@dof.ca.gov</a> , with your respective Finance budget analyst cc'd.

## **Background**

On August 18, 2020, the Governor declared a state of emergency in response to the extreme weather events that caused hundreds of wildfires across the state, including the River Fire in Monterey County, the Jones Fire in Nevada County, and the Gamble Fire, Hennessy Fire, and other nearby fires (collectively referred to as the "LNU Lightning Complex Fire"). In the statewide emergency declaration, the Governor indicated extreme weather conditions are expected to continue, which could result in additional wildfires statewide.

Additionally, on September 6, 2020, the Governor declared a state of emergency for the counties of Fresno, Madera, and Mariposa (Creek Fire); for San Bernardino County (El Dorado Fire); and for San Diego County (Valley Fire). On September 10, 2020, the Governor also declared a state of emergency for Siskiyou County as a result of wildfire events.

State departments have been tasked with various response and recovery activities related to these incidents, and may be tasked with response and recovery activities related to any additional significant incidents that occur through the end of 2020.

## **Cost Reporting**

Many departments and Agencies have assisted in 2020 wildfire-related activities since the start of the 2020-21 fiscal year, which may result in costs that cannot be absorbed within existing

budgets. In an effort to track overall state costs, and to make informed financial decisions, all departments are to provide weekly updates of cost estimates and amounts spent to-date associated with 2020 wildfire-related activities. This weekly report will replace and be in lieu of the wildfire-related daily cost reporting requirements for departments reporting to the Office of Emergency Services (Cal OES). As the 2020 wildfire incidents progress and this reporting continues, there may be revisions to the template to capture emerging issues or other refinements needed.

Attachment I provides the format for the reporting by Agency. The initial report will be due on Wednesday, September 23, 2020. Subsequent reports will be due every Wednesday until further notice. Although this is relatively high-level reporting, more detailed backup and substantiation should be maintained for potential reporting to Cal OES or your assigned Finance budget analyst upon request.

Additional points of clarification:

1. This reporting is in lieu of the wildfire-related cost reporting to the State Operations Center that each department may already provide to Cal OES. However, it does not change the State Operations Center cost reporting each department may be required to provide to Cal OES for other disasters.
2. The reporting of costs is not a guarantee of funding and Agencies are encouraged to work closely with their Finance budget analyst for any 2020 wildfire-related funding needs or questions.
3. Attachment I will capture both: (1) total costs since July 1, 2020, and (2) costs since the August 18, 2020 emergency proclamation. Each report should be a cumulative estimate of total costs, not an incremental change to the prior report or specific costs for just the period of the report.
4. For each report after the initial September 23 submittal, departments should highlight each cell in the spreadsheet that has been changed or updated since the most recent prior report.
5. The Attachment includes a reporting tab and an instructions tab. There are a number of fields that have predetermined lists of options for entries. This will enable Finance and Cal OES to identify potential funding sources for these activities.
6. All costs should be reported in a consolidated spreadsheet by each Agency, using Attachment I, and should be attributed to the department/agency that will ultimately incur the reported cost. For departments that do not report to an Agency, a spreadsheet should be submitted directly to Finance. Completed spreadsheets should be emailed to [disastercostreporting@dof.ca.gov](mailto:disastercostreporting@dof.ca.gov), with your respective Finance budget analyst cc'd.

If you have questions regarding this BL, please contact your assigned Finance budget analyst.

/s/ Matt Almy

Matt Almy  
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